Microsoft Word Online

**Overview**
This webinar will share how you can work smarter using Office 365, how to manage your work files and share and collaborate with others using Word Online.

**Webinar Agenda**
00:00 – 10:00 **Welcome**: Introductions, Meeting Controls, Attendance, Objectives
(10-minute duration)

10:00-20:00 **OneDrive Overview**
(10-minute duration)
OneDrive for Business makes it easy to manage your work files, share them, and collaborate with others from anywhere.
- **Anywhere access.** Get stuff done anywhere with your mobile device, tablet, or PC. Files will be updated on all of them.
- **Offline access.** Access selected files without being online. No connection, no problem.
- **Protect your files.** If you lose your device, you won’t lose your files and photos when they’re saved in OneDrive.

20:00-45:00 **Word Online**
(25-minute duration)
Create, edit and collaborate easily with Office Online. With Word Online you can access templates or create your own document for others to review and co-author in real time
- Overview of ribbons and tabs
- Highlights
  - Sharing
  - Comments
  - Editor
  - Check accessibility
  - Immersive reader
  - Dictate
  - Translate
  - What’s New
  - Format Painter
- Sharing from OneDrive

45:00-60:00 **Closing Questions and Answers**
(15-minute duration)

**Resources**
• [https://education.microsoft.com/en-us](https://education.microsoft.com/en-us)
• [https://support.office.com/en-us/word](https://support.office.com/en-us/word)